



MCG Professional Development Programs

The Office of Human Resources (OHR) is pleased to offer the following professional development training programs to all Montgomery County employees. These programs will help to increase the knowledge, skills and competencies of all Montgomery County employees.

March 2016 Training Opportunities – Space Available

Join OHR for these professional development training courses in March or check out the [Training Catalog](#) for even more development opportunities.

March 2016 – Training Opportunities			
Course Title	Date	Time	Location
ERS Applying for Retirement A,E,F,G,H (Retire 5/01/16)	Mar. 2	9:30 a.m. – 10:59 a.m.	Rockville Memorial Library [§]
Health Insurance: Planning for Retirement (Retire 05/01/16)	Mar. 2	11:00 a.m. – 12:30 p.m.	Rockville Memorial Library [§]
Limited English Proficiency (LEP) Class	Mar. 3	1:00 p.m. – 4:00 p.m.	EOB [†] (Auditorium)
Preventing Workplace Harassment	Mar. 3	9:00 a.m. – 12:00 p.m.	EOB [†] (Auditorium)
A Guide for a First-time Home Buyer Class	Mar. 3	10:00 a.m. – 11:00 a.m.	255 Rockville Pike (Room 102)
Contract Drafting and Risk Management Class	Mar. 8	9:00 a.m. – 3:00 p.m.	Fleet EMTOC* Training Room
Overview of Contract Administration Class	Mar. 8	12:30 p.m. – 4:30 p.m.	EOB [†] (Auditorium)
Communicate Services Across Cultures Class	Mar. 9	1:00 p.m. – 4:00 p.m.	UpCounty [‡] (Room 2)
Give and Receive Feedback Class	Mar. 10	8:30 a.m. – 12:30 p.m.	UpCounty [‡] (Room 3 F)
Manage Conflict in a Union Setting Class	Mar. 10	1:00 p.m. – 4:00 p.m.	255 Rockville Pike (Room 102)
Performance Planning and Appraisal Class	Mar. 14	9:30 a.m. – 11:30 p.m.	255 Rockville Pike (Room 102)
Contract Negotiation Class	Mar. 15	9:00 a.m. – 3:00 p.m.	Fleet EMTOC* (Training Room)
FMLA and Me Class	Mar. 15	1:30 p.m. – 4:00 p.m.	255 Rockville Pike (Room 102)
Payment Processing Class	Mar. 15	10:00 a.m. – 12:00 p.m.	255 Rockville Pike (Room 102)
Project Management Class (2-day class)	Mar. 15, 29	9:00 a.m. – 4:00 p.m.	UpCounty [‡] (Room 2)

ERS Retirement and Planning- ERS Groups A,E,F,G,H	Mar. 16	9:30 a.m. – 10:59 a.m.	Rockville Memorial Library§
Health Insurance: Planning for Retirement	Mar. 16	11:00 a.m. – 12:30 p.m.	Rockville Memorial Library§
Keeping Cool: A Manager's Guide to Controlling Emotions Under Pressure	Mar. 16	9:00 a.m. – 11:00 a.m.	255 Rockville Pike (Room 102)
Performance Management: Basics Class	Mar. 16	1:00 p.m. – 4:00 p.m.	255 Rockville Pike (Room 102)
FMLA Overview for Management Class	Mar. 16	10:00 a.m. – 11:00 a.m.	Fleet EMTOC* Training Room
Conversations on Race and Culture in the Workplace	Mar. 17	8:30 a.m. – 12:30 p.m.	UpCounty‡ (Room 3 F)
Creating a Motivating Environment Class	Mar. 17	9:30 a.m. – 11:30 p.m.	255 Rockville Pike (Room 102)
Limited English Proficiency (LEP) Class	Mar. 17	1:00 p.m. – 4:00 p.m.	EOB† (Auditorium)
Preventing Workplace Harassment Class	Mar. 17	9:00 a.m. – 12:00 p.m.	EOB† (Auditorium)
Transition: Staff to Supervisor Class	Mar. 17	1:00 p.m. – 4:00 p.m.	UpCounty‡ (Room 2)
Managing Staff Through Change and Stress	Mar. 21	9:30 a.m. – 11:30 p.m.	255 Rockville Pike (Room 102)
10 Strategies for Improving Your Finances Class	Mar. 22	10:15 a.m. – 11:15 a.m.	255 Rockville Pike (Room 102)
Interview for Success Class	Mar. 22	5:00 p.m. – 7:00 p.m.	45 West Gude Drive (1st Floor Café)
Managing Personal Finances Class	Mar. 22	11:30 a.m. – 12:30 p.m.	255 Rockville Pike (Room 102)
Options for Financing College Class	Mar. 22	9:00 a.m. – 10:00 a.m.	255 Rockville Pike (Room 102)
Creative Problem Solving Class	Mar. 23	1:00 p.m. – 4:00 p.m.	UpCounty‡ (Room 2)
Interpersonal Communication Class	Mar. 24	9:00 a.m. – 4:00p.m.	UpCounty‡ (Room 2)
Intro to Managing in a Union Setting	Mar. 24	9:00 a.m. – 12:00 p.m.	255 Rockville Pike (Room 102)
Delivering Customer Service Excellence Class	Mar.28	9:30 a.m. – 11:30 p.m.	255 Rockville Pike (Room 102)

*Equipment Maintenance and Transit Operation Center, 16700 Crabbs Branch Way, Rockville, MD 20855

†Executive Office Building, 101 Monroe Street, Rockville, MD 20850

‡Kramer UpCounty Regional Services Center, 12900 Middlebrook Road, Germantown, MD 20874

§Rockville Memorial Library, 21 Maryland Avenue, Rockville, MD 20850

Register Online

- **MCG employees** can register via [Oracle Employee Self Service](#). Need directions? [Click here](#).
- **Contractors** can register via [AccessMCG](#). Need instructions? [Click here](#).

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Need Assistance?

Contact the OHR Training and Organizational Development Division at (240) 777-5116 or olm.admin@montgomerycountymd.gov.



MCG Professional Development Programs

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April 2016 Training Opportunities – Space Available

Join OHR for these professional development training courses in April or check out the [Training Catalog](#) for even more development opportunities.

April 2016 – Training Opportunities			
Course Title	Date	Time	Location
Congratulations Welcome to Management	Apr. 4	9:30 a.m. – 11:30 a.m.	255 Rockville Pike (#102)
Calming the Angry Customer	Apr. 5	9:30 a.m. – 11:30 a.m.	255 Rockville Pike (#102)
ADA as Amended: Employment Law Class	Apr. 6	1:00 p.m. – 4:00 p.m.	255 Rockville Pike (#102)
ERS Applying for Retirement A,E,F,G,H (Retire 6/01/16)	Apr. 6	9:30 a.m. – 10:59 a.m.	Rockville Memorial Library†
Health Insurance: Applying to Retire on 6/01/16	Apr. 6	11:00 a.m. – 12:30 p.m.	Rockville Memorial Library†
Time Management Tools: To Do Lists, Calendars, Smartphones Class	Apr. 11	9:30 a.m. – 10:30 a.m.	255 Rockville Pike (#102)
Contract Compliance Programs Class	Apr. 7	10:00 a.m. – 12:00 p.m.	255 Rockville Pike (#102)
Don't Let It Happen to You Workplace Violence	Apr. 7	1:00 p.m. – 4:00 p.m.	255 Rockville Pike (#102)
Time Management Self-Management	Apr. 7	9:00 a.m. – 4:00 p.m.	UpCounty† (Room 2)
Balance Work and Personal Life	Apr. 11	10:15 a.m. – 11:15 a.m.	255 Rockville Pike (#102)
Managing Negativity in the Workplace	Apr. 12	9:30 a.m. – 11:30 a.m.	255 Rockville Pike (#102)
Fundamentals of Supervision Class (2-day class)	Apr. 12, 26	9:00 a.m. – 4:00 p.m.	UpCounty† (Room 2)
Interviewing and Selecting Employees Class	Apr. 13	9:00 a.m. – 4:00 p.m.	UpCounty† (Room 2)
Management and Leadership: The Fundamentals Class	Apr. 14	9:30 a.m. – 11:30 a.m.	255 Rockville Pike (#102)
The Challenging Customer Class	Apr. 14	1:00 p.m. – 4:00 p.m.	UpCounty† (Room 2)
Becoming a Skilled Coach Class	Apr. 18	9:30 a.m. – 11:30 a.m.	255 Rockville Pike (#102)

Career Assessment Class	Apr. 19	9:00 a.m. – 12:00 p.m.	UpCounty† (Room 3 F)
Coping with Compassion Stress Class	Apr. 19	10:45 a.m. – 11:45 a.m.	255 Rockville Pike (#102)
Drug Free Workplace- Non DOT Supervisors Class	Apr. 20	1:30 p.m. – 3:30 p.m.	255 Rockville Pike (#102)
ERS Retirement and Planning- ERS Groups A,E,F,G,H	Apr. 20	9:30 a.m. – 10:59 a.m.	Rockville Memorial Library†
Health Insurance Planning for Retirement Class	Apr. 20	11:00 a.m. – 12:30 p.m.	Rockville Memorial Library‡
Interview for Success Class	Apr. 20	10:00 a.m. – 12:00 p.m.	UpCounty† (Room 3 F)
Managing Your Career Class	Apr. 21	9:30 a.m. – 10:30 a.m.	255 Rockville Pike (#102)
Provide Services to Residents Class	Apr. 21	1:00 p.m. – 4:00 p.m.	UpCounty† (Room 2)
Social Media Do's and Don'ts Class	Apr. 21	10:45 a.m. – 11:45 a.m.	255 Rockville Pike (#102)
Today's Diverse Workplace Class	Apr. 21	9:00 a.m. – 12:00 p.m.	UpCounty† (Room 2)
Manage Conflict in a Union Setting Class	Apr. 21	1:00 p.m. – 4:00 p.m.	255 Rockville Pike (#102)
Managing your Emotions in the Workplace Class	Apr. 25	10:45 a.m. – 11:45 a.m.	255 Rockville Pike (#102)
How to Deal with a Difficult Person	Apr. 25	9:30 a.m. – 10:30 a.m.	255 Rockville Pike (#102)
EEO and Diversity Management Class	Apr. 26	9:00 a.m. – 12:00 p.m.	EOB* (Auditorium)
Introduction to Managing in a Union Setting Class	Apr. 28	9:00 a.m. – 12:00 p.m.	255 Rockville Pike (#102)
Preventing Workplace Harassment Class	Apr. 28	9:00 a.m. – 12:00 p.m.	EOB* (Auditorium)
Transition: Staff to Supervisor Class	Apr. 28	1:00 p.m. - 4:00 p.m.	UpCounty† (Room 2)

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